

## The Neighborhood Camp Drop Off Procedure

### Drop Off: 8:45 - 9:00 am

- **39 Marrett Road - the entrance to the Scottish Rite Masonic Museum and Library**
- Parents/Caregivers should place an 8x11 sheet of paper with the participant's first and last name on their dashboard to identify who they are dropping off
- Cars will enter the drop off zone and follow the one way direction around the loop of the upper parking lot
- Cars will be signaled to stop at the designated drop off zone at the front of the building
- Participants are **required** to stay in their car until they have reached the drop off zone
- Once the car has come to a stop, staff will prompt the participant to exit the car
- One counselor from each group should be designated to lead participants from the drop off zone to their group's meeting location
- Once the participant has exited the car, parents/caregivers will be directed to exit the drop off zone

### Participants who arrive on foot or bike

- Participants or caregivers who arrive on foot or bike must speak with staff upon arrival to complete the check in process.

## The Neighborhood Camp Pick Up Procedure

### Pick Up: 12:00 – 12:15 pm (half day), 3:00 – 3:15 pm & 3:15 – 3:30 pm (full day)

- Parents / Caregivers will be asked to place a piece of paper with the participant's first and last name in their passenger window for staff to identify campers being picked up
- Participants will be with their group at their meeting location
- Cars will enter the pick up zone (forming single file line) and stop at the designated area (in front of the building)
- Staff will signal for parents / caregivers to roll down their passenger window to confirm who they are picking up
  - If the individual picking up is not recognized as a parent by staff, the individual will be asked to show identification to ensure they are listed as an approved pick up
  - If the individual is not identified as an approved individual, they will not be allowed to pick up the participant and the parents will be contacted
- Once the participant has entered the car, parents/caregivers will be directed to exit the pick up zone

### Participants who arrive on foot or bike

- Participants or caregivers who travel on foot or bike must speak with staff before leaving for the day.



**Drop-Off & Pick-Up  
Location: Front Door**



**39 Marrett Rd**